

PURCHASE ORDER
NO.

DATE _____

FEDERAL FUNDS APPLY: YES ☐ NO ☐

REQ'NER TEL NO.

REQUISITION NO.

VENDOR CODE

REQUISITIONER

DELIVER ON/BEFORE

DELIVER PREPAID VIA

1.

2.

3.

4.

F.O.B. POINT IS THE SAME AS DELIVERY POINT UNLESS INDICATED OTHERWISE HEREAFTER

F.O.B.

CONTRACT/PRICE LIST/QUOTATION NO.

DISCOUNT TERMS

COMMENTS

TOTAL

OR INCORPORATED INTO EXISTING EQUIPMENT:

RM.

DECAL NO. (OR P.O. NO. IF DECAL NOT ISSUED)

I CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THIS ACCOUNT FOR THIS PURCHASE AND THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE UNIVERSITY POLICIES AND PROCEDURES.

TELEPHONE NO.

F.O.
CODE NO.

APPROVING AUTHORITY

TYPED NAME

TITLE

FISCAL OFFICER

DATE _____